

# Tash Jordan

<b>Title</b>	Administration Expert and Problem Solving Guru
<b>Years of Experience</b>	17
<b>Qualifications</b>	Certificate IV in Training and Assessment Certification in Rehab and Return to Work Coordination Certificate III in Financial Services Diploma of Applied Science Senior High School Certificate
<b>Previous Employment</b>	2021 - Current Association Solutions – Administration Expert 2013 - 2020 Bridgestone Australia – Manufacturing Support Officer 2011 - 2013 Bridgestone Australia – Accounts and Reception 2004 - 2011 Suncorp Bank – Sales and Service Consultant 2001 - 2004 Various – Zookeeper



**Expertise:**  
**Administration Expert**  
**&**  
**Problem Solving Guru**

**Key Skills** Tash has an ability to create an environment that promotes and achieves effective performance. She has strong interpersonal skills, with a demonstrated ability to effectively communicate with a wide variety of people, including reporting to / liaising with extremely senior personnel. Tash uses her unique talents in building rapport to put people at ease and build relationships to achieve desired outcomes. Her extensive problem-solving skills, accuracy and attention to detail help her to tackle any job thrown her way.

## Career Overview

Tash has eclectic experience with administrative support. She has a strong background in medical, finance, legal, HSE, and coordinating services having worked for large corporations in the finance, retail and manufacturing industries. She has a high level of experience with ensuring the integrity and accuracy of sensitive and confidential information and specialises in integrating disparate reporting systems.